

PERSONNEL BOARD AGENDA
Monday, September 13, 2010 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson, Eddie Garcia, Vice-Chairperson, Ann Infante, Member, Beatriz Sosa, Member, and Grecia Ferro Ameneiro, Member

AGENDA

1. Request to approve the minutes of the August 2, 2010 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received August 2010:
 1. Linda Hurtado Community Development
 2. Ricardo Castellon Construction & Maintenance
 3. Wilda Fuentes Grants & Human Services
3. Report of **Leave Without Pay** List for August 2010.
4. Report of Civil Service **Appointments** for August 2010.
5. Report of Civil Service **Resignations** for August 2010.
6. Report of **Maternal/Paternal Leave** for August 2010.
 1. Lizandra Macias Parks & Recreation
 2. Kenyania Bryant Police Department
 3. Yirelis Cosculluela Water & Sewer Department
7. Report of **Leave of Absence** for August 2010.
 1. Priscilla Lopez Retirement
 2. Yarelis Chavez Parks & Recreation
8. Request to conduct a Civil Service examination for the **Accounting Clerk I** position with the following criteria:
 - a. In-house
 - b. 100% Written
 - c. Must obtain a score of 70% to be placed on the eligibility list.
 - d. Maintain current eligibility list (open to the public)

Copy of job description and current eligibility list are attached.
Range 43 - \$790 - \$1457 Bi-weekly

9. Request to conduct a Civil Service examination for the **Accounting Clerk II** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 45 - \$903 - \$1714 Bi-weekly

10. Request to conduct a Civil Service examination for the **Certified Firefighter** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must pass the Broward Community College (BCC) Fire Academy countywide physical ability exam to be eligible to take the written portion.
- d. Must obtain a score of 70% on the written portion to be placed on the eligibility list.
- e. Current open to the public eligibility list (dated September 20, 2008) is to remain active.
- f. Individuals that make the eligibility list obtained from the giving of this exam, will be considered and/or processed before resuming the consideration and/or processing of those individuals that are on the current open to the public eligibility list dated September 20, 2008.

Copy of job description is attached.

Range 71 - \$1300 - \$2519 Bi-weekly

11. Request to conduct a Civil Service examination for the **Office Coordinator (Ivis Valdes)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 - Management

12. Request to conduct a Civil Service examination for the **Parks Crew Foreman** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 48 - \$1056 - \$2127 Bi-weekly

13. Request to conduct a Civil Service examination for the **Utility Billing Specialist** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

14. Request to conduct a Civil Service examination for the **Water & Sewer Foreman (A)** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 49 - \$1094 - \$2309 Bi-weekly

15. Request to conduct a Civil Service examination for the **Water & Sewer Journeyman Apprentice** position with the following criteria:

- a. In-house
- b. 100% Performance
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **revised** job description and eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

16. Request to conduct a Civil Service examination for the **Water & Sewer Stockroom Agent** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **revised** job description and eligibility are attached.

Range 49 - \$1094 - \$2309 Bi-weekly

17. Request to conduct a Civil Service examination for the **Water & Sewer Supervisor (A)** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.
- f. Rescind in-house exam request approved at the October 2, 2006 Personnel Board meeting.

Copy of **revised** job description is attached. (No eligibility list on file.)
Range 51 - \$1269 - \$2587 Bi-weekly

18. Request to hear **Unfinished Business.**

19. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: "October 4, 2010"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.